

CITY OF SANTA CLARA
CIVIL SERVICE COMMISSION
SUMMARY OF MINUTES

January 8, 2007 – 7:00 PM
Council Chambers
1500 Warburton Avenue
Santa Clara, California

Present: Commissioners Mohammed Nadeem, Robert Owens, Randy Preston, and Beverly Silva; Renée Ruñgis, Director of Human Resources, and Sheila Ivers, Recording Secretary.

Absent: Commissioner Steve Chan

Recommendations for Council Action:

- A) **APPROVE the new job specification for Recreation Supervisor**
- B) **APPROVE the modification of the job specification for Assistant Recreation Supervisor**
- C) **APPROVE the modification of the job specification for Recreation Coordinator**
- D) **APPROVE the modification of the job specification for Recreation Coordinator - Therapeutics**
- E) **APPROVE the modification of Civil Service Rule 4.3 – Duration of Lists –to clarify promotional eligible lists for sworn positions in the Police Department as valid for two years.**

I. ROUTINE ITEMS

- A. **CALL TO ORDER - PLEDGE OF ALLEGIANCE**
Chairperson Owens called the meeting to order at 7:00 p.m. and led the group in the Pledge of Allegiance.
- B. **MINUTES** of November 13, 2006, Civil Service Commission meeting
MOTION by Commissioner Preston, seconded by Commissioner Nadeem, to **APPROVE the minutes of the November 13, 2006 meeting.**
MOTION carried 4-0.
- C. **CHANGE OF STATUS REPORT** for November and December, 2006
- D. **CURRENT RECRUITMENT ACTIVITY REPORT** for November and December, 2006
- E. **EXAMINATION REPORTS** for November and December, 2006
MOTION by Commissioner Silva, seconded by Commissioner Preston, to **NOTE AND FILE Items I-C, I-D, and I-E.**
MOTION carried 4-0.

II. UNFINISHED BUSINESS - None

III. NEW BUSINESS

- A. CONSIDER REQUEST to be placed on Re-Employment List
MOTION by Commissioner Silva, to approve the request of Ms. Elaine Lewis to be placed on a re-employment list for the position of Office Specialist IV, and that Ms. Lewis, if selected, be required to undergo any background investigation and pre-employment screening necessary, including a pre-employment medical examination, and will serve a 12-month probationary period in that position. Commissioner Preston seconded the motion with an amendment to add the words "on a non-precedent setting basis".
MOTION and amendment carried 3-1, with Chairperson Owens voting nay.
- B. CONSIDER REQUEST to Approve New Job Specification and Establish Recruitment Type and Examination Weighting for Recreation Supervisor, and Modify Job Specification for Assistant Recreation Supervisor, Recreation Coordinator and Recreation Coordinator - Therapeutics
MOTION by Commissioner Preston, seconded by Commissioner Nadeem, to APPROVE the new job specification for Recreation Supervisor, establish recruitment type as Open/Promotional, establish examination weighting as 50% written 50% oral examination, and approve the modification of the job specifications for Assistant Recreation Supervisor, Recreation Coordinator and Recreation Coordinator – Therapeutics.
MOTION carried, 4-0.
- C. CONSIDER REQUEST to Ratify Civil Service Rule 4.3 Duration of Lists
MOTION by Commissioner Preston, seconded by Commissioner Silva, to RATIFY the modification of Civil Service Rule 4.3, Duration of Lists, to clarify promotional eligible lists for sworn positions in the Police Department as valid for two years.
MOTION carried, 4-0.

IV. INFORMATIONAL ITEMS - None

V. ORAL COMMUNICATIONS - None

VI. ADJOURNMENT

MOTION by Commissioner Nadeem, seconded by Commissioner Silva, to adjourn the meeting at 7:45 p.m., until the next scheduled meeting on Monday, March 12, 2007.
MOTION carried 4-0.